

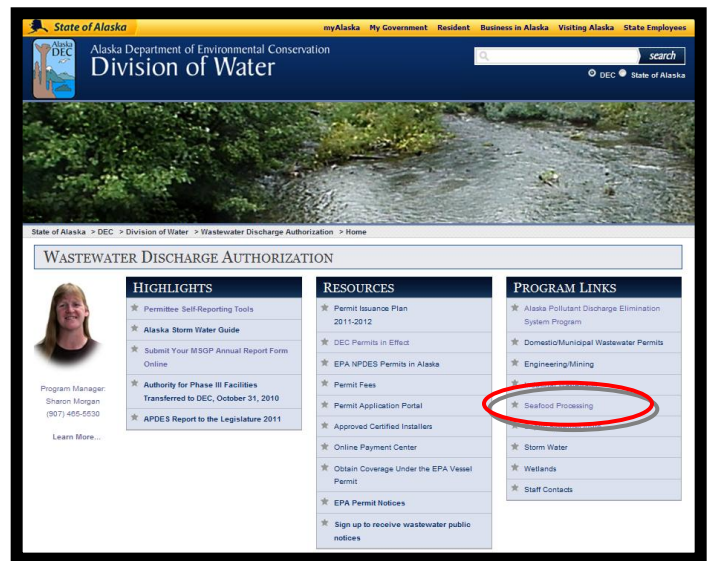
Submitting a Modified eNOI for Alaska Offshore Seafood Processors General Permit

Step by Step Document

Alaska Offshore Seafood Processors General Permit (AKG523000) Notice of Intent (NOI) can be submitted using the Division of Water's Online Application System. This document will guide you through the online eNOI modification process. If you need further assistance, please contact: John Randolph at 907-465-5307.

AKG523000 eNOI Modification Step by Step Document

1 Go to the Division of Water's Wastewater Discharge Authorization homepage at <http://www.dec.state.ak.us/water/wwdp/index.htm> and select the **"Seafood Processing"** link under **"Program Links"**



2 This page discusses the Seafood Processors permits. When ready to begin the online application process (eNOI), click on the **"Online Application"** link under **"Quick Links"**.

If you encounter difficulties accessing or completing the on-line submission, please contact John Randolph at John.Randolph@alaska.gov.



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Welcome to the **Water Online Application System (OASys)**!

IMPORTANT: Ensure you have access to the **myAlaska** account which the original permit was created then click on “*Continue to myAlaska*” button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to create you modification.

Department of Environmental Conservation
Water Online Application System

Welcome to DEC's Water Online Application System (OASys)!

This system may be used to:

- ★ Apply for ADEC state general permit coverage for contained water and excavation dewatering
- ★ Apply for APDES general permit coverage for construction stormwater, industrial stormwater and offshore seafood processors
- ★ Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- ★ Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- ★ Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.

If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.

To enter the Water Online Application System, select “Continue to myAlaska” and login using your myAlaska user account.

Continue to myAlaska

Please direct questions to DEC.Water.OPAHelp@Alaska.Gov.
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help

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Next, you will be directed to the **myAlaska** login page. Enter your username and password and click “**Sign-in**” to continue.

State of Alaska myAlaska

DEC Water Online Application System (OASys) has sent you here to sign in.

myAlaska Login

Username:

Password:

Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
333 Willoughby Ave., 5th Floor
P.O. Box 110206
Juneau, AK 99811-0206
Email: myalaska.help@alaska.gov
Monday - Friday, 8:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 | Fairbanks: 907-451-5911 | Juneau: 907-465-5211

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After logging into your **myAlaska** account, you will arrive in the Online Application System.

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Department of Environmental Conservation
Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

Welcome Brin Marx

The following categories are available online. To start the process, select from the tabs below.

Your “In Process” Applications | [Cruise Ship](#) | [Grants](#) | [Loans](#) | [Permits](#) | [Questionnaires](#) | [Reports](#) | [Storm Water](#)

You have no recent, ‘In Process’ Applications...

To start a new application, click on the appropriate tab above, and then select the desired application from the list.

Cruise Ship Registration	Grant Application	Loans
Permit Application	Questionnaire	Reports
Storm Water Application		

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Locate the previously submitted eNOI that you would like to modify by tracking number and facility name.

Click the **“Open”** button next to the permit tracking number to begin the modification process.

Note:

In order to create a modification eNOI, the original eNOI must be in **“Submitted”** status.

If your application is not marked **“Submitted”** you must complete the tasks listed before continuing your application.

See the seafood eNOI guidance document for more information on completing an application:

http://dec.alaska.gov/water/OASysHelp/attachments/AKG523_eNOI_guidance.pdf

The following categories are available online. To start the process, select from the tabs below.

Your "In Process" Applications: [Cruise Ship](#) [Grants](#) [Loans](#) [Permits](#) [Questionnaires](#) [Reports](#) [Storm Water](#)

You have no recent, 'In Process' Applications...

To start a new application, click on the appropriate tab above, and then select the desired application from the list.

[Cruise Ship Registration](#) [Grant Application](#) [Loans](#)
[Permit Application](#) [Questionnaire](#) [Reports](#)
[Storm Water Application](#)

If you do not see the category that you need, or to view a general permit, please go to the [Permit Application Portal](#).
 If you are not sure which application you need, please go to the [OASys Help Page](#).
 If you received an email inviting you to sign or pay for an application, go to the [Associate to Application page](#).
 To copy previously submitted information, open your original submittal and select the "Copy" option at the bottom of the Overview page.

If you need to void an application that was entered in error, please send an email to DEC.Water.OPAHelp@alaska.gov. Include the tracking number for the application needing to be voided.

Brin Marx's Applications: Show applications modified within the last:

Tracking #	Type	Facility	Status
OFSH-0085	Open	Offshore Seafood General Permit	test

Tracking #	Type	Facility	Status
OFSH-0085	Open	Offshore Seafood General Permit	test
OFSH-0086	Open	Offshore Seafood General Permit	123
			Submitted
			Completed and Not Signed, Not Paid

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You will be taken to the overview page of your original eNOI. Click the **“Create Modification”** button at the bottom of the page.

Refueling Information **Details**

Does your vessel refuel fishing vessels? Yes

What is the capacity of your refueling tanks? (report units in gallons)

Attachments **Title (Type), Description**

[Copy to New Application](#) [Create Modification](#) [Home](#) [Continue](#)

OASys version 4.0.0

(help?) [Home](#) [Logout](#)

[State of Alaska](#) [myAlaska](#) [DEC Staff Directory](#) [Webmaster](#) [Commissioner's Office](#) [Divisions/Contacts](#) [Press Releases](#) [Public Notices](#) [Regulations](#)

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Carefully read the next page, which contains information about modifying a submitted eNOI. When you are ready to start your modification form, click the **“Create Modification”** button at the bottom of the page.

NOTE: The modification will result in a revised eNOI with a new eNOI tracking number!!

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Department of Environmental Conservation

Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

ATTENTION:
You are about to modify eNOI number OFSH-0005. The modification will result in a revised eNOI with a new eNOI tracking number (an eNOI tracking number is not a permit authorization number).

Use “Create Modification” to submit a revised eNOI for authorization under Offshore Seafood GP
NOTE: If you are creating a modification for a facility that currently has authorization, you will still keep the same authorization number (ex: 'AKG523001'). You must enter this existing authorization number in the first question of Step 1 in the revised eNOI.

IMPORTANT:
The new eNOI will contain all the original data from OFSH-0005 EXCEPT for the files attached in step 7 of OFSH-0005.

Therefore, you must attach all required documents (for the currently authorized locations as well as any proposed locations) in step 7 of the modified eNOI:

- Area Map
- Bathymetric Map
- Line Drawing
- Outfall Narrative
- Modified AKG523000 NOI Attachment

If you intend to modify any currently authorized discharge information or propose new discharge locations, you must provide this information in a modified AKG523000 NOI Attachment and highlight all changes in the spreadsheet. The modified AKG523000 NOI Attachment must include all discharge locations that need to be authorized (both the currently authorized and the proposed locations).

[HOW TO CREATE A MODIFIED eNOI](#)

[Create Modification](#) [Return to Home](#)

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You will be taken to a new application with all information from the original permit pre-entered into the appropriate fields. Move through each step of the application, checking that the entered information is correct and changing any information that needs to be modified.

Note:

You must click “Next” on every step to verify the information entered is correct. You will be unable to submit your modification form if any steps are skipped.

Note:

No attached documents are copied to the modification form. You must attach all documents (including unchanged documents) to the modification form.

Note:

A new permit tracking number will be generated for the modification form.

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Department of Environmental Conservation

Offshore Seafood General Permit Application

State of Alaska > DEC > Online Services > Water Online Application System

Application Submission Process

Step 1 2 3 4 5 6 7 8

Permit Information

Purpose
Permit Information: This step will collect information about your facility, permit and vessel.

★ indicates required field

Tracking #: OFSH-0083 Facility: test Type: Offshore Seafood General Permit

Notice of Intent (NOI) to be covered under APDES General Permit AKG523000 Alaska Offshore Seafood Processors

Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form intends to be covered by the APDES permit authorizing discharges from seafood processing activities in Alaska occurring between 0.5 and 3.0 nautical miles from shore or baseline and obligates permittee to comply with the terms and conditions of the permit. Refer to the link below for instructions on completing this form:

[Instructions for Completing this Form](#)

[Application Step-by-Step Guidance](#)

Permit Information

Current APDES Permit No.(s):

ADEC Environmental Health processor permit No.:

Seafood Processor Facility Information

Current Facility Name: ★ test

Tracking #: OFSH-0005

Tracking #: OFSH-0083

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If you are modifying an eNOI that has been authorized coverage under the Alaska Offshore Seafood Processors GP, you must enter the authorization number in **Step 1**. (ex. AKG523001)

Application Submission Process

Step 1 2 3 4 5 6 7 8

Permit Information

Purpose

Permit Information: This step will collect information about your facility, permit and vessel. ★ indicates required field.

Tracking #: OFSH-0083 Facility: Facility Name Type: Offshore Seafood General Permit

Notice of Intent (NOI) to be covered under APDES General Permit AKG523000 Alaska Offshore Seafood Processors

Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form intends to be covered by the APDES permit authorizing discharges from seafood processing activities in Alaska occurring between 0.5 and 3.0 nautical miles from shore or baseline and obligates permittee to comply with the terms and conditions of the permit. Refer to the link below for instructions on completing this form:

[Instructions for Completing this Form](#)

[Application Step-by-Step Guidance](#)

Permit Information

Current APDES Permit No.(s):

ADEC Environmental Health processor permit No.:

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In order to avoid paying another fee, you must select **“Yes”** indicating that you have already paid a fee. In addition, you must provide the DEC invoice number or eNOI tracking number for which the payment was paid.

Fee Information

Have you paid an AKG523000 general permit authorization fee for this calendar year? ★ ☒ Yes ☐ No

If yes, provide the DEC invoice number:

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On **Step 7**, you must re-submit all five required documents, even if they haven't changed from the original eNOI attached documents.

No documents will be transferred from the original eNOI to the modified eNOI!!!!!!

Application Submission Process

1 2 3 4 5 6 **Step 7** 8

Attachments

Purpose

The following documents are required to be attached to the NOI:

1. **Area Map.** A legible area map of the location of the processor and all outfalls.
2. **Bathymetric Map.** A bathymetric map of the receiving water within one nautical mile of the discharge.
3. **Line Drawing.** The owner or operator shall submit a line drawing of the water flow through the facility.
4. **Outfall Narrative.** A narrative identifying each type of process, operation, or production area that contributes wastewater to the effluent for each outfall.
5. **AKG523000 NOI Attachment.** A table containing seafood processing waste discharge and receiving water required information.

BMP Certification. A previously permitted owner or operator under AKG523000 shall submit certification that the BMP Plan has been reviewed and revised, as needed.

Attach the required attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.) to your application using the form below. There is a file size limit of 20 MB. Contact DEC.Water.OPAHelp@alaska.gov for assistance with submitting your attachments.

★ indicates required field

Tracking #: OFSH-0083 Facility: test Type: Offshore Seafood General Permit

1. Choose a file to attach:
 No file chosen

2. Add the file to the list:

As Type:

Title:

Description:

3. Your file attachments:

Usage Tips:
 First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button.
 File size limit is 20MB for each attachment.

Required Attachments*

1. Area Map
2. Bathymetric Map
3. Line Drawing
4. Outfall Narrative
5. AKG523000 NOI Attachment

*Please note that the above list of attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the appropriate DEC office.

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Step 8, the overview step, will display all entered information from your application. Any information modified from the original permit will be highlighted in yellow.

Department of Environmental Conservation

Offshore Seafood General Permit Application

State of Alaska > DEC > Online Services > Water Online Application System

1 2 3 4 5 6 7 **Step 8**

Application Overview

Purpose

Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

1. Complete Application Form
 2. [Sign This Application](#)

Usage Tips:
 Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Tracking #: OFSH-0083 Facility: Facility Name Type: Offshore Seafood General Permit

Permit Information **Details**

Current APDES Permit No.(s):
 ADEC Environmental Health processor permit No.:

Current Facility Name: Facility Name
 Facility Name: Name A
 Date of Name Change: 10/31/2011
 Facility Name:
 Date of Name Change:
 Facility Name:
 Date of Name Change:

14 Complete your modification form by signing or e-signing your application.

Department of Environmental Conservation
Offshore Seafood General Permit Application

[State of Alaska](#) > [DEC](#) > [Online Services](#) > [Water Online Application System](#)

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. However, one important step remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!


Tracking #: OFSH-0083 Facility: Facility Name Type: Offshore Seafood General Permit


I would like to...

Sign this Application Using e-Signature (identity not validated)

 This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page

 Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:



Invite another party to Sign and/or Pay for this Application

 This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

15 When you have signed and submitted your modification form, you will receive an **“Application Submitted”** email containing a copy of your application as an attachment.

Offshore Seafood General Permit Application

The electronic submission process for application number OFSH-0083 for Facility 'Facility Name' is complete.

For assistance, please call

John Randolph at 907-465-5307,
Kaitee Fleck at 907-451-5337, or
Janice Mclean at 907-465-5282.